



Using **Rubrics**

Blackboard Learn 9.1
Last updated: October 2012

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Using Rubrics

In this section, you will create rubrics. The rubrics tool allows you to specify criteria and performance levels for grading—providing clear guidelines for students, instructors, and teach assistants.

Learning Outcomes

After completing this section, you will be able to:

- Make the rubrics course tool available.
- Create rubrics.
- Associate rubrics with gradable content items.
- Associate rubrics with Grade Center columns.
- Manage rubric options.
- Grade using rubrics.
- Use rubric evaluation reports.

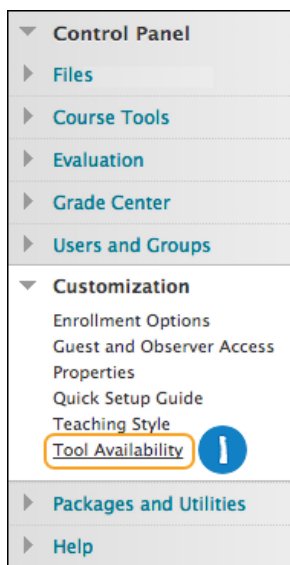
Making the Rubrics Tool Available

Your school determines whether the rubrics tool is available to use in courses.

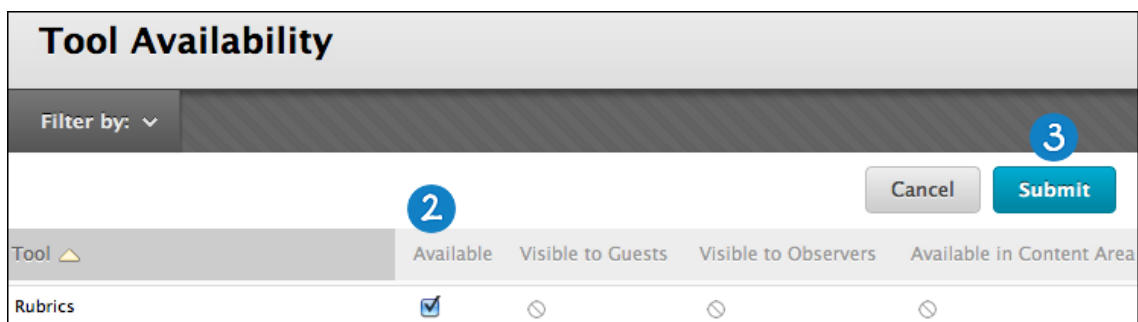
You determine if the rubrics tool is available in your course.

QUICK STEPS: Making the Rubrics Tool Available

1. On the **Control Panel**, expand the **Customization** section and select **Tool Availability**.



2. Locate the **Rubrics** row and select the check box in the **Available** column.
3. Click **Submit**.



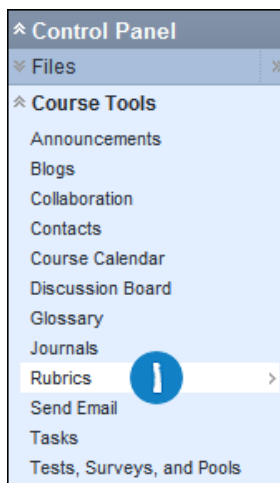
Creating Rubrics

You can create multiple rubrics in your course. Rubrics consist of rows and columns. The rows correspond to the various criteria of an assignment. The columns correspond to the level of achievement expressed for each criterion.

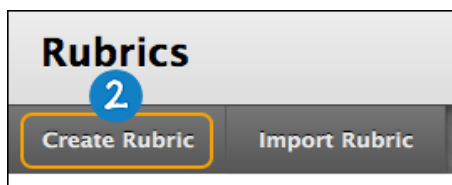
After creating rubrics, you can associate them with assignments, test questions, interactive tools, and Grade Center columns.

QUICK STEPS: Creating a Rubric

1. On the **Control Panel**, expand the **Course Tools** section and select **Rubrics**.



2. On the **Rubrics** page, click **Create Rubric** on the action bar.



3. Type a **Name** for the rubric.
4. Optionally, provide a description of the rubric to make it easier to associate it to relevant items.

1. Rubric Information

* Name 3

Description

4

For use with the Essay assignment. Rates the student's argument.

5. Add rows and columns to the rubric using the **Add Row** and **Add Column** functions on the action bar preceding the table.
6. Select a **Rubric Type** from the drop-down list.
 - **No Points:** Feedback only.
 - **Points:** Single point value for each level of achievement.
 - **Point Range:** Range of values for each level of achievement.
 - **Percent:** Flexible depending on each item's possible points.
 - **Percentage Range:** Range of values for each level of achievement. During the grading process, you select the appropriate percentage level for a particular level of achievement and the system calculates the points earned by multiplying the weight x achievement percentage x item points.

2. Rubric Detail

5

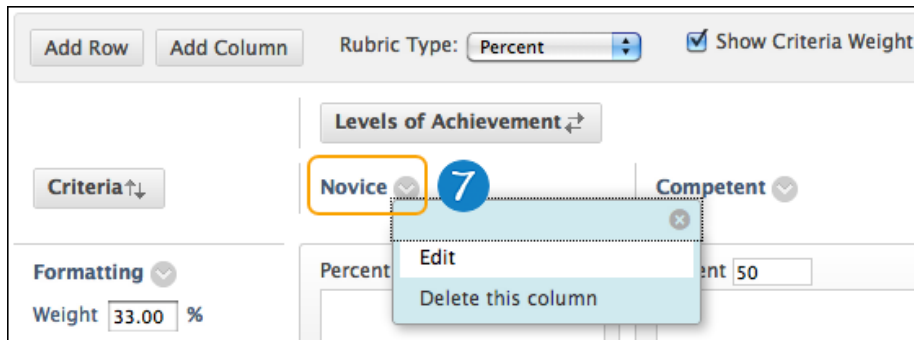
Rubric Type: 6

- No Points
- Points
- Point Range
- ✓ Percent
- Percent Range

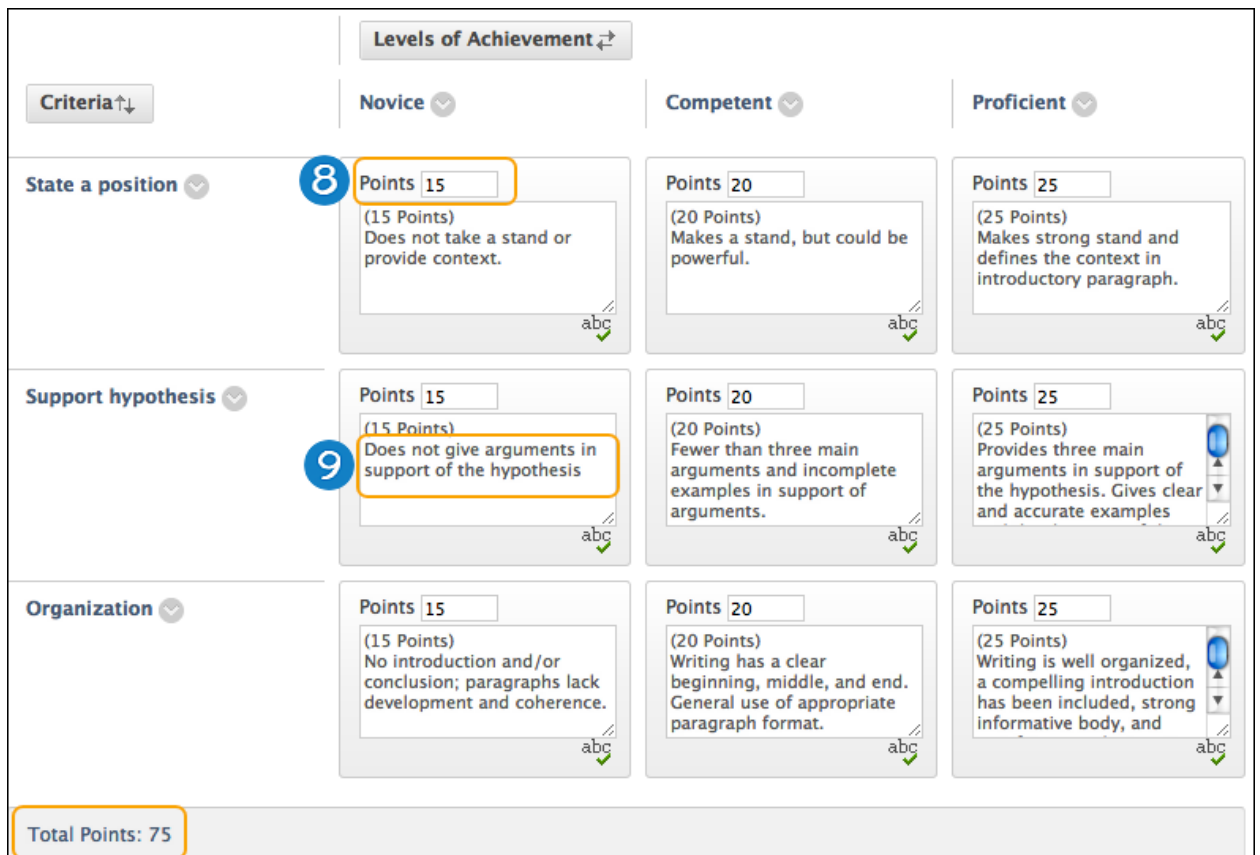
Show Criteria Weight

Levels of Ach

- To change a row or column's name, access a heading's contextual menu and select **Edit**. Type the new name and click **Save**. Use the **Delete** function to remove a row or column.

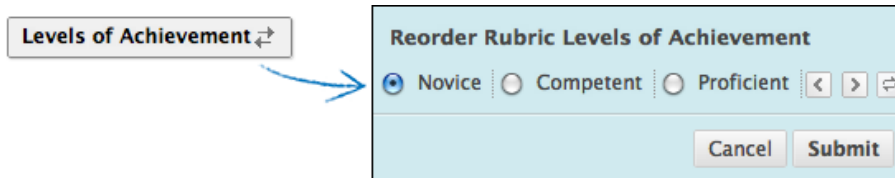


- Type a point or percentage value for each row and column.
- Type a description defining the criteria and the associated level of achievement. You can add up to 1,000 characters in each cell.



- Click **Submit**.

You can reorder rows and columns by clicking the **Criteria** or **Levels of Achievement** heading, which opens a reorder panel. Select the item to move and use the arrows to move it to a new location. Click **Submit**.



NOTE: Once you use a rubric for grading, you cannot edit it. Copy the rubric to create a duplicate rubric and edit it.

Options for percent-based rubrics:

- Select the **Show Criteria Weight** check box on the action bar to show or hide criteria weights. If you add additional rows when weights are hidden, weights for new criteria are distributed equally.
- Use the **Balance Weights** function after adding a new row to keep all criteria weighted equally. If individual criteria weighting is preferred, you can type percentages for each criteria. The **Show Criteria Weight** check box must be selected for the **Balance Weights** function to appear.
- The total weight for all criteria must equal 100%. No row may have a 0% weight. At least one **Level of Achievement** must have a value of 100%.

Frequently Asked Questions

Question	Answer
<p>Should I choose a points-based or a percent-based rubric?</p>	<p>If you are designing a rubric to use with only one gradable item, you can use a points-based rubric.</p> <p>However, if you want to create a rubric that you can use on multiple assignments or on multiple types of content, a percent-based rubric is more flexible.</p> <p>For example, if you create a rubric for all the papers your students submit during a semester, from a 50-point response essay to a 200-point final research paper, a percent-based rubric allows you to see easily how the point distribution occurs for each item.</p>
<p>What kind of descriptions should I write for each category?</p>	<p>The more detailed and specific, the better. Not only do precisely defined categories help you assign points, but also students are also better able to use the rubric as a guide while they create their work, and as a learning opportunity when they review their grades and your feedback.</p>
<p>Should I make the rubrics available to students?</p>	<p>Rubrics are an excellent way to guide you while grading, but they also serve as a structure for students' expectations and as a teaching tool.</p> <p>By making the rubric available to students as they complete their assignments, you are providing additional guidance and instructions for them to follow on what is important and how to meet the highest standards.</p> <p>After you use the rubric for grading, students can review your feedback and consult the descriptions for each category to determine how to improve.</p>

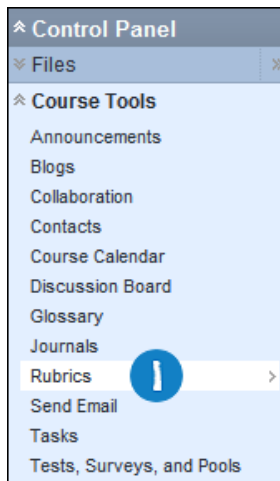
Sharing Rubrics

You can share rubrics between Blackboard Learn courses. If you teach multiple courses, you can create a rubric in one course, export it, and then import it into another. You can also share the exported file with other instructors to use in their Blackboard Learn courses.

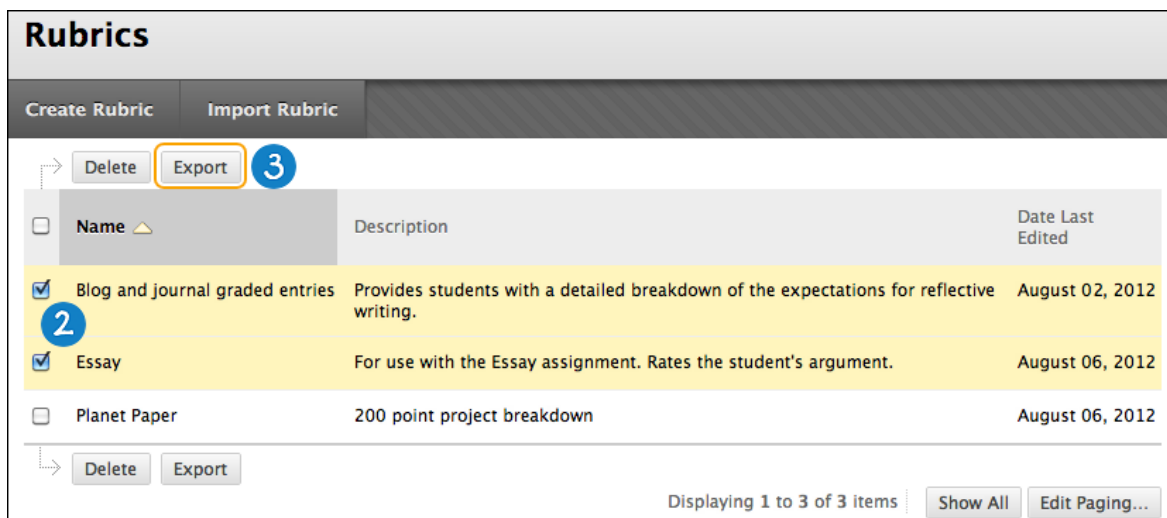
NOTE: You need to make all changes to rubrics inside a Blackboard Learn course. Do not make changes to the exported ZIP file.

QUICK STEPS: Exporting a Rubric

1. On the **Control Panel**, expand the **Course Tools** section and select **Rubrics**.



2. On the **Rubrics** page, select the check boxes of the rubrics to export.
3. On the action bar, click **Export**.



- On the **Rubric Export Settings** page, choose where to save the exported rubric:
 - Export to Local Computer**
 - Export to Content Collection**, if your school licenses content management
- Click **Submit**.

Rubric Export Settings

1. Export Rubric List

Name	Description
Blog and journal graded entries	Provides students with a detailed breakdown of the expectations for reflective writing.
Essay	For use with the Essay assignment. Rates the student's argument.

2. Export Location 4

Export to Local Computer. Export to Content Collection.

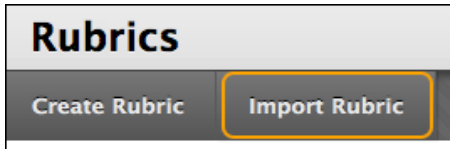
- On the **Downloaded Exported Rubrics** page, click **Download** and save the file to a location you choose.

Download Exported Rubric(s)

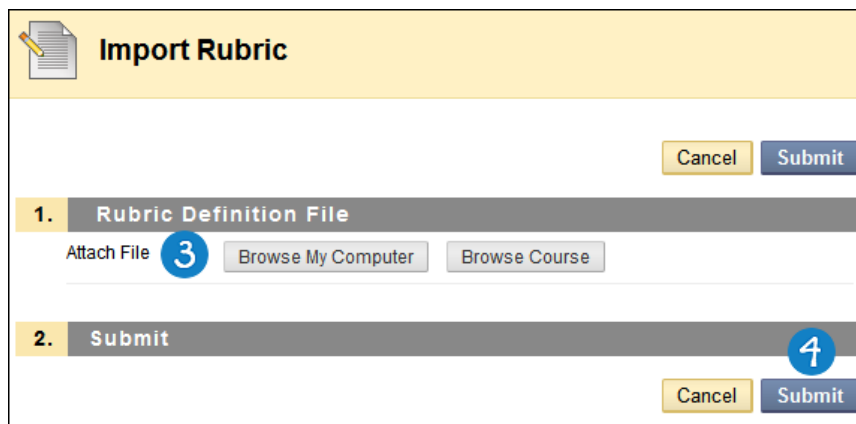
Click the button below to download exported rubric(s) to the local computer.

QUICK STEPS: Importing a Rubric

1. On the **Control Panel**, expand the **Course Tools** section and select **Rubrics**.
2. On the **Rubrics** page, click **Import Rubric** on the action bar.



3. On the **Import Rubric** page, locate the exported rubric file.
 - To upload a file from your computer, click **Browse My Computer**.
 - To upload a file from the course's storage repository:
 - If Course Files is the course's storage repository, click **Browse Course**.
 - OR-
 - If your school licenses content management, click **Browse Content Collection**.
 - Click **Submit**.



4. On the **Rubric Import Result** page, click **OK** to return to the main **Rubrics** page.

Associating Rubrics With Content

You can associate rubrics with the following types of content:

- Assignments
- Test question types: Essay, File Response, Short Answer
- Blogs and journals
- Wikis
- Discussion board threads and forums

QUICK STEPS: Associating a Rubric With Assignments

1. Create a new or edit an existing assignment.
2. In the **Grading** section, point to **Add Rubric** to access the drop-down list.
3. Select an option:
 - **Select Rubric:** Add a rubric you created with the rubrics tool. A window opens, allowing you to select and submit the rubric you choose.
 - **Create New Rubric:** Create a new rubric to associate with the assignment.
 - **Create From Existing:** Create a new rubric based on a rubric you have already created. The **Select Rubrics** window opens, allowing you to select the rubric you want to base your new rubric on. Then, you can edit the information and submit.

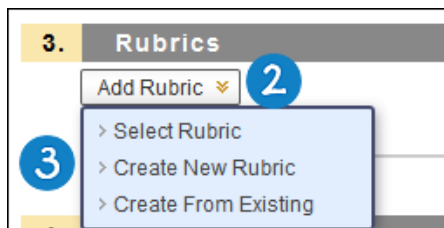


4. Finish creating or editing the assignment and click **Submit**.

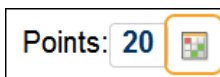
NOTE: If you are using a percent-based rubric, you need to provide the **Points Possible** before clicking **Submit**. If you are using a points-based rubric, you are prompted to use the rubric's point value as the assignment's possible points.

QUICK STEPS: Associating a Rubric With Test or Pool Questions

1. Create a new or edit an existing Essay, File Response, or Short Answer question.
2. In the **Rubrics** section, point to **Add Rubric** to access the drop-down list.
3. Select an option:
 - **Select Rubric:** Add a rubric you created with the rubrics tool. A window opens, allowing you to select and submit the rubric you choose.
 - **Create New Rubric:** Create a new rubric to associate with the question.
 - **Create From Existing:** Create a new rubric based on a rubric you have already created. The **Select Rubrics** window opens, allowing you to select the rubric you want to base your new rubric on. Then, you can edit the information and submit.




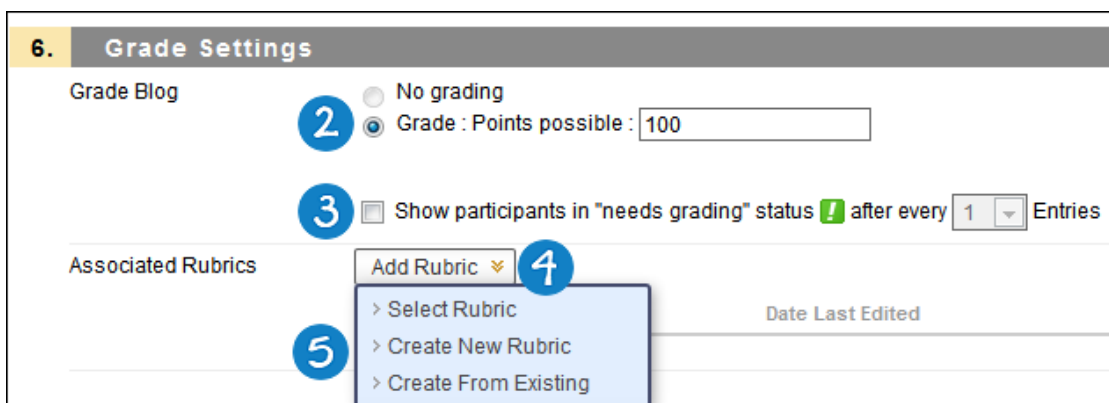
4. Finish creating or editing the question and click **Submit**.
Test questions display an icon next to the question's point value to indicate a rubric is associated with the question.




NOTE: Point values for test questions are handled in the main test or pool canvas. Both point and percent-based rubrics adjust their calculations to match the assigned point value for the test question.

QUICK STEPS: Associating a Rubric With Blogs, Journals, and Wikis

1. Create a new or edit an existing blog, journal, or wiki.
2. In the **Rubrics** section, select **Grade**. This opens the ability to add a rubric.
3. Optionally, select the check box to determine how many entries (blogs and journals) or page saves (wikis) students need to submit before they are shown in needs grading status ()—indicating they are ready for grading.
4. Point to **Add Rubric** to access the drop-down list.
5. Select an option:
 - **Select Rubric:** Add a rubric you created with the rubrics tool. A window opens, allowing you to select and submit the rubric you choose.
 - **Create New Rubric:** Create a new rubric to associate with the blog, journal, or wiki.
 - **Create From Existing:** Create a new rubric based on a rubric you have already created. The **Select Rubrics** window opens, allowing you to select the rubric you want to base your new rubric on. Then, you can edit the information and submit.




The screenshot shows the 'Grade Settings' interface. At the top, there is a header '6. Grade Settings'. Below this, the 'Grade Blog' section has two radio buttons: 'No grading' and 'Grade : Points possible : 100'. A blue circle with the number '2' is next to the 'Grade' option. Below this, there is a checkbox labeled 'Show participants in "needs grading" status  after every 1 Entries'. A blue circle with the number '3' is next to the checkbox. Below this, the 'Associated Rubrics' section has a dropdown menu labeled 'Add Rubric'. A blue circle with the number '4' is next to the dropdown. The dropdown menu is open, showing three options: '> Select Rubric', '> Create New Rubric', and '> Create From Existing'. A blue circle with the number '5' is next to the 'Add Rubric' dropdown. To the right of the dropdown, there is a column header 'Date Last Edited'.

6. Finish creating or editing the blog, journal, or wiki and click **Submit**.

NOTE: If you are using a percent-based rubric, you need to type the **Points Possible** before clicking **Submit**. If you are using a points-based rubric, you are prompted to use the rubric's point value as the blog, journal, or wiki's possible points.

QUICK STEPS: Associating a Rubric With a Discussion Board Forum

1. Create a new or edit an existing discussion board forum.
2. In the **Forum Settings** section, select **Grade Discussion Forum**. This opens the ability to add a rubric.
3. Select the check box for **Show participants in needs grading status** and select a number from the drop-down list. After a user meets the specified number, the item appears on the **Needs Grading** page. If you do NOT select the check box, the needs grading icon () does not appear in the Grade Center and items do not appear on the **Needs Grading** page.
4. Point to **Add Rubric** to access the drop-down list.
5. Select an option:
 - **Select Rubric:** Add a rubric you created with the rubrics tool. A window opens, allowing you to select and submit the rubric you choose.
 - **Create New Rubric:** Create a new rubric to associate with the forum.
 - **Create From Existing:** Create a new rubric based on a rubric you have already created. The **Select Rubrics** window opens, allowing you to select the rubric you want to base your new rubric on. Then, you can edit the information and submit.

3. Forum Settings

Allow Anonymous Posts

Allow Author to Delete Own Posts

All posts

Only posts with no replies

Allow Author to Edit Own Published Posts

Allow Post Tagging

Allow Users to Reply with Quote

Allow File Attachments

Allow Members to Create New Threads

Subscribe

Do not allow subscriptions

Allow members to subscribe to threads

Allow members to subscribe to forum

Include body of post in the email

Include link to post

Allow Members to Rate Posts


Force Moderation of Posts

Grade


2 No Grading in Forum

Grade Discussion Forum: Points possible:

Grade Threads

3 Show participants in "needs grading" status  after every Posts

Associated Rubrics

4 Add Rubric 

5


- > Select Rubric
- > Create New Rubric
- > Create From Existing

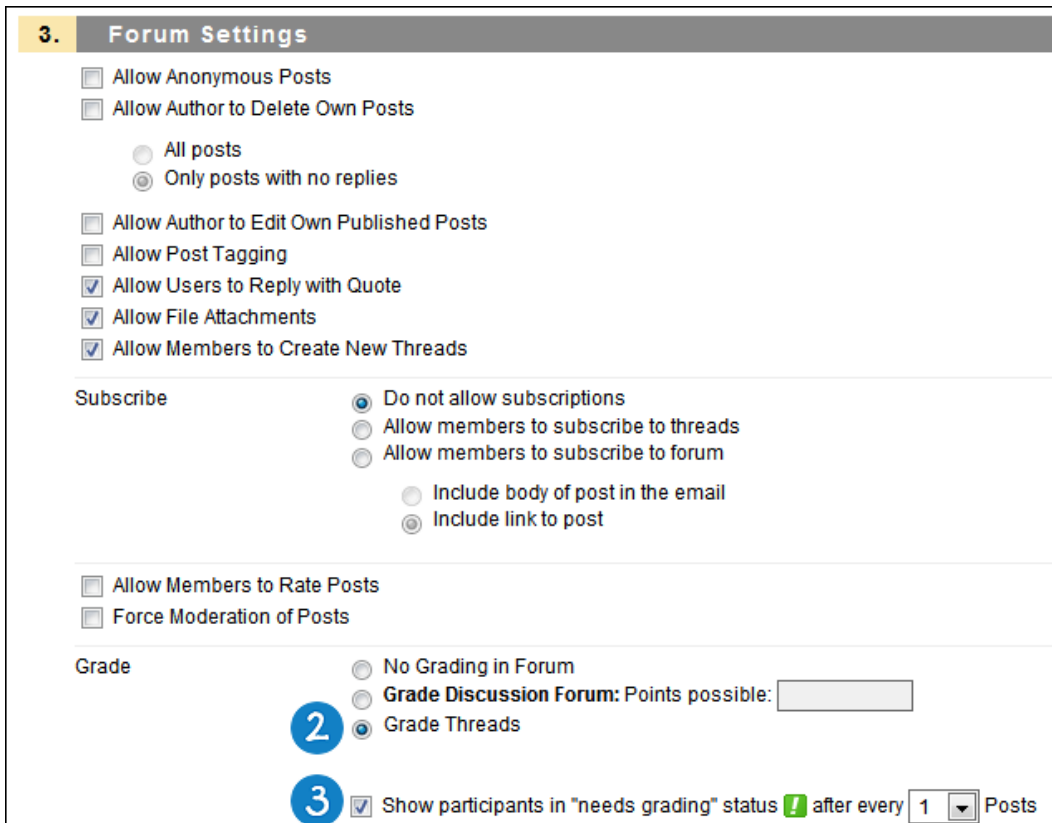
Date Last Edited

6. Finish creating or editing the forum and click **Submit**.

NOTE: If you are using a percent-based rubric, you need to type the **Points Possible** before clicking **Submit**. If you are using a points-based rubric, you are prompted to use the rubric's point value as the discussion forum's possible points.

QUICK STEPS: Associating a Rubric With a Discussion Board Thread

1. Create a new or edit an existing discussion board forum.
2. In the **Forum Settings** section, select **Grade Threads**.
3. Select the check box for **Show participants in needs grading status** and select a number from the drop-down list. After a user meets the specified number, the item appears on the **Needs Grading** page. If you do NOT select the check box, the needs grading icon () does not appear in the Grade Center and items do not appear on the **Needs Grading** page. You will also be able to set this option on individual threads.



3. Forum Settings

Allow Anonymous Posts

Allow Author to Delete Own Posts

All posts

Only posts with no replies

Allow Author to Edit Own Published Posts

Allow Post Tagging

Allow Users to Reply with Quote

Allow File Attachments

Allow Members to Create New Threads

Subscribe

Do not allow subscriptions

Allow members to subscribe to threads

Allow members to subscribe to forum

Include body of post in the email

Include link to post

Allow Members to Rate Posts


Force Moderation of Posts

Grade

No Grading in Forum

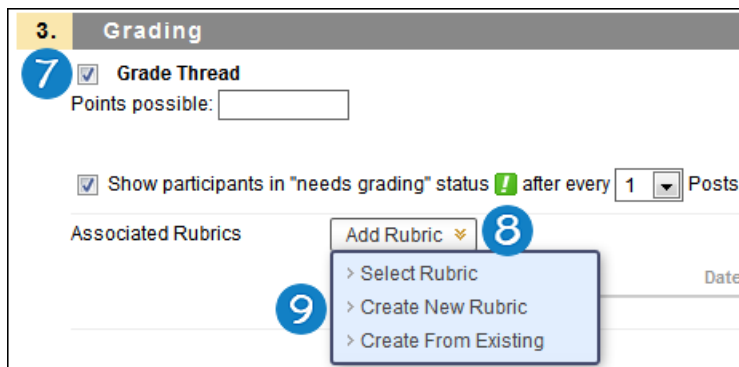
Grade Discussion Forum: Points possible:

Grade Threads

Show participants in "needs grading" status  after every Posts

4. Click **Submit**.
5. Click the name of the forum to enter it.
6. Click **Create Thread** on the action bar.

7. In the **Grading** section, select the **Grade Thread** check box.
8. Point to **Add Rubric** to access the drop-down list.
9. Select an option:
 - **Select Rubric:** Add a rubric you created with the rubrics tool. A window opens, allowing you to select and submit the rubric you choose.
 - **Create New Rubric:** Create a new rubric to associate with the thread.
 - **Create From Existing:** Create a new rubric based on a rubric you have already created. The **Select Rubrics** window opens, allowing you to select the rubric you want to base your new rubric on. Then, you can edit the information and submit.



10. Finish creating or editing the thread and click **Submit**.

NOTE: If you are using a percent-based rubric, you need to type the **Points Possible** before clicking **Submit**. If you are using a points-based rubric, you are prompted to use the rubric's point value as the discussion thread's possible points.

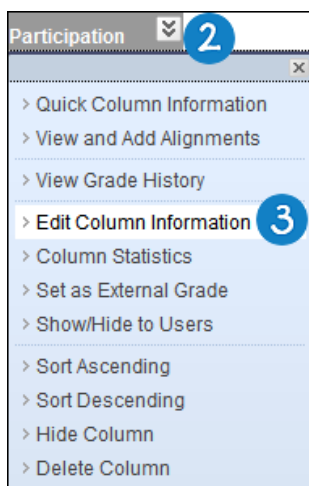
Associating Rubrics With Grade Center Columns

You can associate a rubric with any non-calculated Grade Center column. For example, you can associate a rubric with a manually created column for class participation and use the rubric to grade participation.

Students can view rubrics associated with Grade Center columns in **My Grades**.

QUICK STEPS: Adding a Rubric to a Grade Center Column

1. On the **Control Panel**, expand the **Grade Center** section and select **Full Grade Center**.
2. In the Grade Center, access a column heading's contextual menu.
3. Select **Edit Column Information**.



4. In the **Associated Rubrics** section, point to **Add Rubric** to access the drop-down list.

5. Select an option:

- **Select Rubric:** Add a rubric you created with the rubrics tool. A window opens, allowing you to select and submit the rubric you choose.
- **Create New Rubric:** Create a new rubric to associate with the column.
- **Create From Existing:** Create a new rubric based on a rubric you have already created. The **Select Rubrics** window opens, allowing you to select the rubric you want to base your new rubric on. Then, you can edit the information and submit.

The screenshot shows a form with three sections: 'Category' with a dropdown menu set to 'No Category'; 'Points Possible' with a text input field containing '100'; and 'Associated Rubrics' with a dropdown menu set to 'Add Rubric'. A blue circle with the number '4' is positioned over the 'Add Rubric' dropdown. A blue circle with the number '5' is positioned over the 'Associated Rubrics' section. The 'Add Rubric' dropdown is open, showing three options: '> Select Rubric', '> Create New Rubric', and '> Create From Existing'.

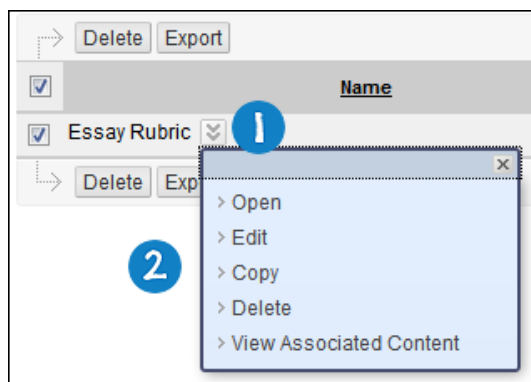
6. Finish editing the column and click **Submit**.

Managing Rubrics

Additional options are available from the **Rubrics** page.

QUICK STEPS: Managing Rubrics

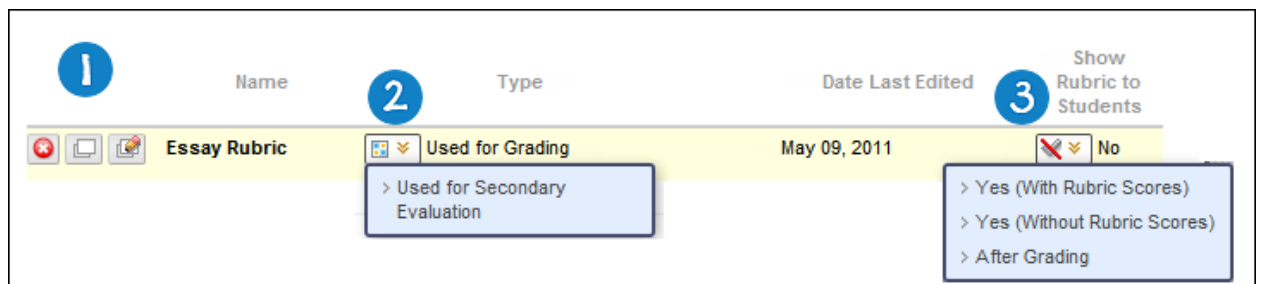
1. Access a rubric's contextual menu.
2. Select an option:
 - **Open:** Preview the rubric in a separate window. You can print the rubric in this view, but not edit it.
 - **Edit:** Make changes to the rubric.
 - **Copy:** Duplicate the rubric in the same course. To share the rubric with another course, use the **Export** option.
 - **Delete:** Remove the rubric entirely. This action is permanent. If you want to save a copy of the rubric for later use, use the **Export** option.
 - **View Associated Content:** See the items the rubric is associated with.



You can manage rubrics from the items they are associated with.

QUICK STEPS: Managing Associated Rubrics

1. Click the icons before the rubric's name to **Delete**, **View**, or **Edit** the rubric.
2. In the **Type** drop-down list, you can designate a rubric as **Used for Grading** or **Used for Secondary Evaluation**. If multiple rubrics are associated, you can use only one for the primary grading rubric.
3. In the **Show Rubric to Students** drop-down list, access the four options for rubric visibility:
 - **No**: Student cannot view the rubric.
 - **Yes (With Rubric Scores)**: When the item is made available, students can view the rubric, including possible points or percentage values.
 - **Yes (Without Rubric Scores)**: When the item is made available, students can view the rubric, but not the possible points or percentage values.
 - **After Grading**: After their submissions are graded, students can view the rubric.



NOTE: For columns you create manually, such as a participation column, students can view the associated rubric in **My Grades**. When creating and associating the rubric, you must allow students to see the rubric.

Hands-on Activity




For this activity, use your Practice Course.


Create a rubric

- Create a single rubric for assignments.

Add a rubric to an assignment

- Add the rubric you created to the **Planet Paper** assignment. Allow students to see it with rubric scores.



Planet Paper 

Please write a 1500 word essay about a planet of your choice. Use an introspective approach on what we have learned about the planet and how we have used that knowledge to grow our understanding of the science of astronomy.

Please cite all sources and take a position by choosing whether or not the chosen planet has made a drastic impact on our understanding of astronomy. Return to the assignment and click the link above to attach your document. Use the file name "planet_last_name.doc"

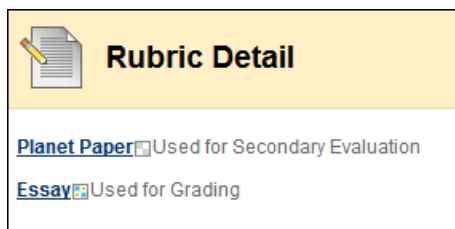
This assignment is worth 100 points. Check the Calendar for due dates.

You are allowed two attempts for submitting this assignment in case you encounter any issues.

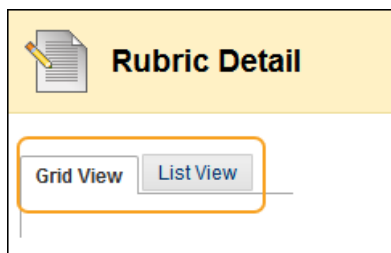
Grading With Rubrics

Once you create a rubric and associate it with an item, you can use it for grading.

If multiple rubrics are available, you have the option to click a rubric's title to begin evaluation. When you finish your evaluation, you can choose to begin evaluating with another associated rubric.

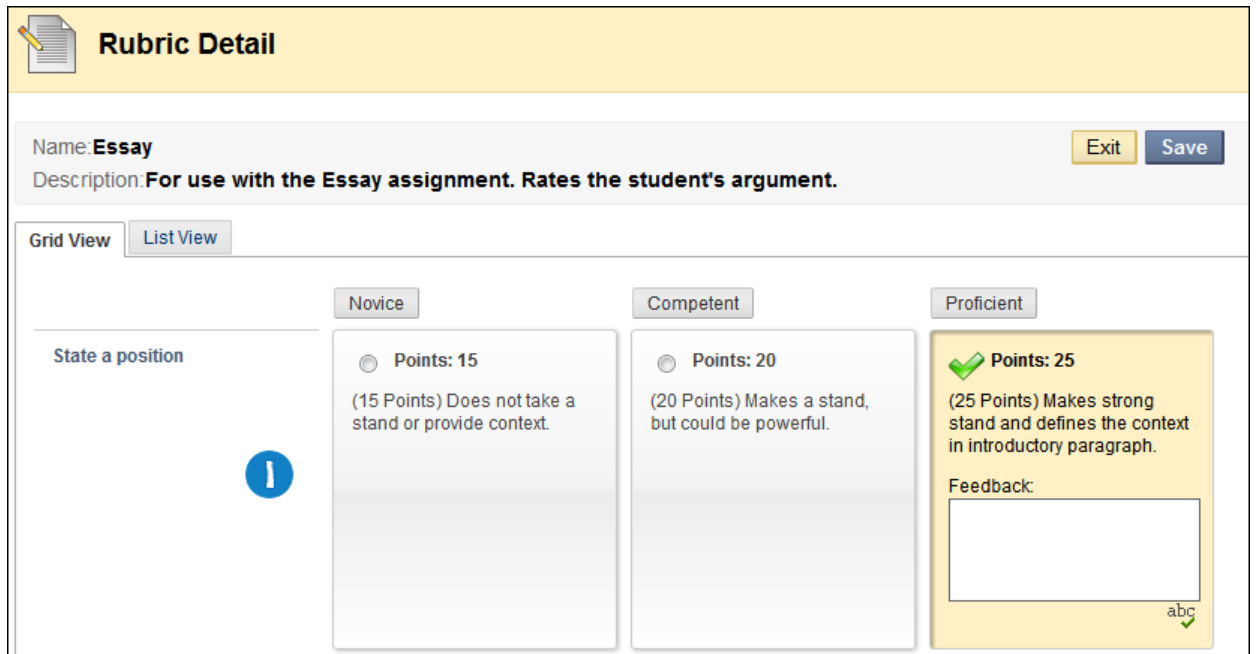


Two views are available when grading with a rubric: **Grid View** and **List View**. Grid view is the default view.



QUICK STEPS: Grading With Rubrics in Grid View

1. Click a cell to apply that point value to the grade. To change the selection, click another cell in the same row. A green check mark appears when a cell is selected.



Rubric Detail

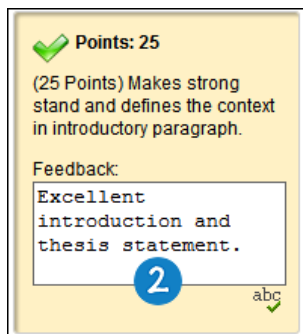
Name: **Essay** Exit Save

Description: **For use with the Essay assignment. Rates the student's argument.**

Grid View List View

	Novice	Competent	Proficient
State a position	<input type="radio"/> Points: 15 (15 Points) Does not take a stand or provide context.	<input type="radio"/> Points: 20 (20 Points) Makes a stand, but could be powerful.	<input checked="" type="radio"/> Points: 25 (25 Points) Makes strong stand and defines the context in introductory paragraph. Feedback: <input type="text" value="abc"/>

2. Optionally, type **Feedback** in the text box that appears when a cell is selected.



Points: 25
(25 Points) Makes strong stand and defines the context in introductory paragraph.
Feedback:

2 abc

NOTE: If you are using a rubric with point ranges, select the appropriate value from the drop-down list.

3. As you make point selections, a running **Raw Total** score is displayed. Optionally, type a score in the **Change the number of points** box to override the selected score.

4. You can provide the student with overall feedback using the full features of the content editor.

Raw Total: 100.00 (of 100.0)

Change the number of points out of 100.0 to:

Feedback

Excellent paper with clear positions and detailed examples.

You have followed all my suggestions and really used the revision process to make this a paper I would like to share with the class.

5. When you complete grading, click **Exit** to leave the rubric without saving any selections. Click **Save** to save the score and feedback and return to the attempt.

Name: **Essay** Exit Save

Description: **For use with the Essay assignment. Rates the student's argument.** 5

-OR-

If you associated multiple rubrics, click one of the following:

- **Exit** to leave the rubric without saving any selections.
- **Save and Exit** to save the score and feedback and return to the attempt.
- **Save and Next** to use another rubric for evaluation.

Name: **Essay** < 2 of 2

Description: **For use with the Essay assignment. Rates the student's argument.** 5

Type: **Used for Grading**

Exit Save and Exit Save and Next

QUICK STEPS: Grading With Rubrics in List View

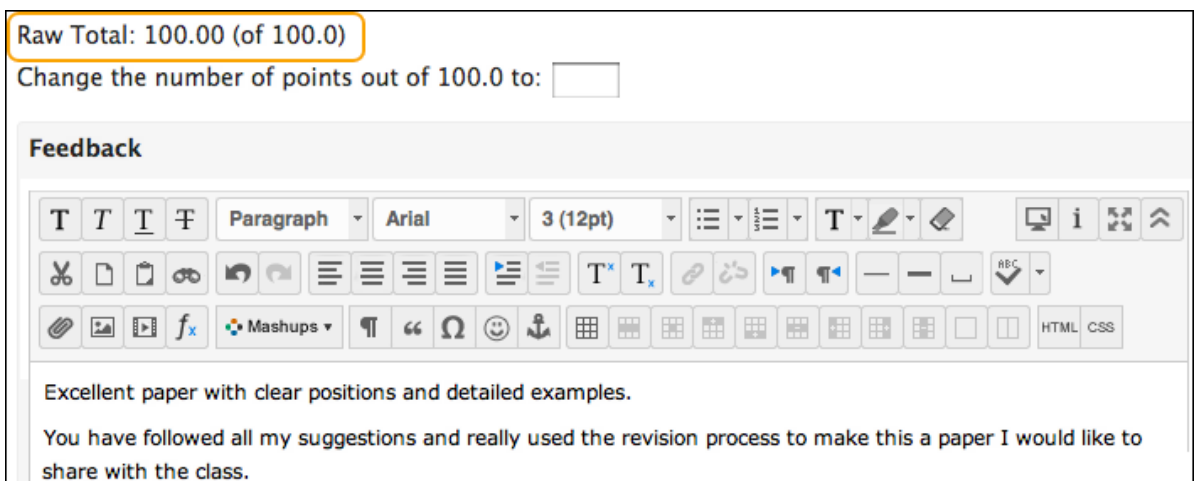
1. Click **List View** to switch displays.
2. Select the option to apply that point value to the grade. A green check mark appears when a value is selected.

NOTE: If you are using a rubric with point ranges, select the appropriate value from the drop-down list.

3. Optionally, select the check boxes to **Show Descriptions** for criteria and to **Show Feedback** text boxes.



4. As you make point selections, a running **Raw Total** score is displayed. Optionally, type a score in the **Change the number of points** box to override the selected score.
5. You can provide the student with overall feedback using the full features of the content editor.



- When you complete grading, click **Exit** to leave the rubric without saving any selections. Click **Save** to save the score and feedback and return to the attempt.

Name: **Essay** Exit Save

Description: **For use with the Essay assignment. Rates the student's argument.** 6

-OR-

If you associated multiple rubrics, click one of the following:

- **Exit** to leave the rubric without saving any selections.
- **Save and Exit** to save the score and feedback and return to the attempt.
- **Save and Next** to use another rubric for evaluation.

Name: **Essay** < 2 of 2

Description: **For use with the Essay assignment. Rates the student's argument.** 6

Type: **Used for Grading**

Exit Save and Exit Save and Next

QUICK STEPS: Grading Assignments Using a Rubric

- Access the attempt to grade in the Grade Center or on the **Needs Grading** page. To learn more about starting the grading process from the **Needs Grading** page, see the Needs Grading manual.
- In the **Grade Current Attempt** section, click **View Rubric** to grade using the rubric.

3. Grade Current Attempt

✱ Grade out of 100 View Rubric

Feedback to User

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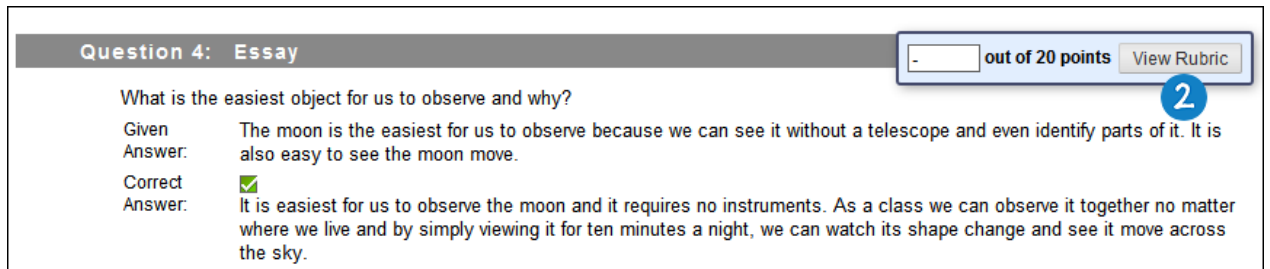
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- Use the rubric to grade the attempt.
- Click **Submit**.

QUICK STEPS: Grading Test Questions Using a Rubric

1. Access the attempt to grade in the Grade Center or on the **Needs Grading** page. To learn more about starting the grading process from the **Needs Grading** page, see the **Needs Grading** manual.
2. For questions with associated rubrics, click **View Rubric** to grade using the rubric.

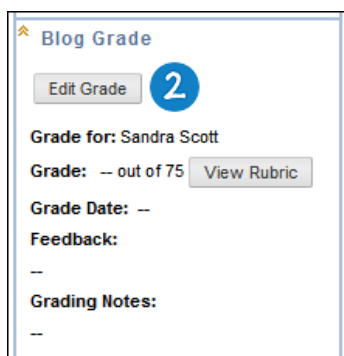


The screenshot shows a question titled "Question 4: Essay". In the top right corner, there is a box containing a score of "-" out of 20 points and a "View Rubric" button. A blue circle with the number "2" is overlaid on the "View Rubric" button. The question text is "What is the easiest object for us to observe and why?". Below the question, there are two rows of text: "Given Answer: The moon is the easiest for us to observe because we can see it without a telescope and even identify parts of it. It is also easy to see the moon move." and "Correct Answer: It is easiest for us to observe the moon and it requires no instruments. As a class we can observe it together no matter where we live and by simply viewing it for ten minutes a night, we can watch its shape change and see it move across the sky." A green checkmark is next to the "Correct Answer" text.

3. Use the rubrics to grade the questions.
4. Click **Submit**.

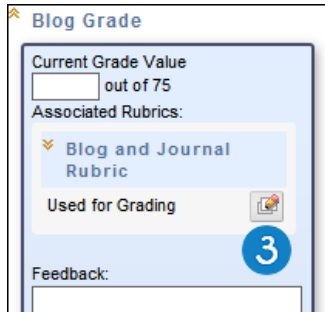
QUICK STEPS: Grading Blogs, Journals, Wikis, and Discussion Posts Using a Rubric

1. Access the attempt to grade in the Grade Center, in the interactive tool, or on the **Needs Grading** page. To learn more about starting the grading process from the **Needs Grading** page, see the **Needs Grading** manual.
2. For a contribution with an associated rubric, click **Edit Grade** to access the rubric for grading. Clicking **View Rubric** here opens a read-only view of the associated rubric.



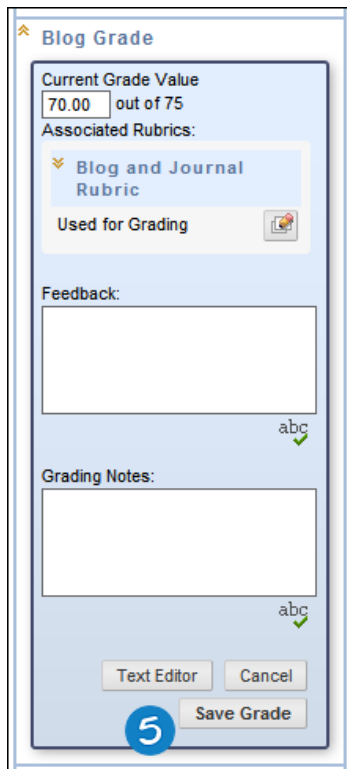
The screenshot shows a "Blog Grade" interface. At the top, there is a blue "Blog Grade" header with a small star icon. Below the header is an "Edit Grade" button with a blue circle containing the number "2" overlaid on it. Underneath, it says "Grade for: Sandra Scott". Below that, it says "Grade: -- out of 75" with a "View Rubric" button to the right. Further down, it says "Grade Date: --" and "Feedback: --". At the bottom, it says "Grading Notes: --".

3. Click the **View Rubric in Window** icon to access the rubric.



The screenshot shows a 'Blog Grade' window. At the top, it says 'Current Grade Value' with a text box containing an empty space followed by 'out of 75'. Below that is 'Associated Rubrics:' with a dropdown menu showing 'Blog and Journal Rubric'. Underneath the dropdown is a 'Used for Grading' checkbox with a small icon to its right. A blue circle with the number '3' is overlaid on this icon. At the bottom, there is a 'Feedback:' label and an empty text box.

4. Use the rubric to grade the contributions.
5. Click **Save Grade** to complete grading.

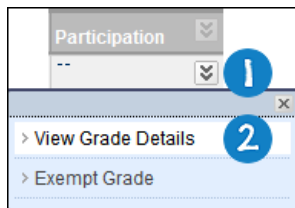


The screenshot shows the 'Blog Grade' window after grading. The 'Current Grade Value' text box now contains '70.00' followed by 'out of 75'. The 'Associated Rubrics:' dropdown still shows 'Blog and Journal Rubric'. The 'Used for Grading' checkbox is checked. Below this is a 'Feedback:' label and a text box containing 'abc' with a green checkmark to its right. Below that is a 'Grading Notes:' label and a text box containing 'abc' with a green checkmark to its right. At the bottom, there are three buttons: 'Text Editor', 'Cancel', and 'Save Grade'. A blue circle with the number '5' is overlaid on the 'Save Grade' button.

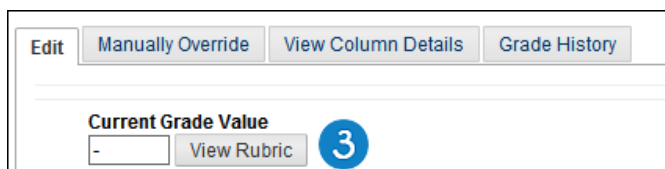
QUICK STEPS: Grading a Grade Center Column Using a Rubric

Even if a Grade Center column is not related to a gradable item, you can use a rubric for grading. If allowed, students can see the rubric in **My Grades**.

1. In the Grade Center, access a cell's contextual menu.
2. Select **View Grade Details**.



3. From the **Grade Details** page, click **View Rubric** to begin grading with the rubric.



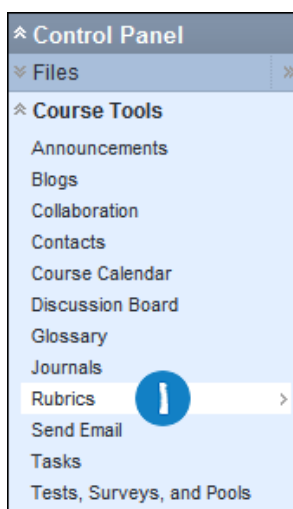
4. Use the rubric to assign a grade.
5. On the **Grade Details** page, add **Feedback to User** and **Grading Notes** for yourself.
6. Click **Save** to complete grading.
7. Click the arrow next to the current student's name to grade the next student or click **Return to Grade Center**.

Viewing Rubric Reports

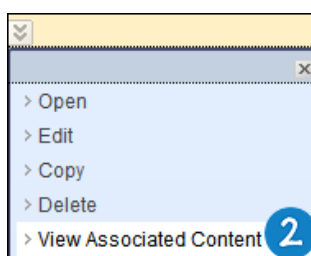
If you want to evaluate a rubric or your use of it, you can run a rubric evaluation report. Once you use a rubric for grading, the report is available for review. Statistics are updated as the grading process continues.

QUICK STEPS: Viewing a Rubric Evaluation Report

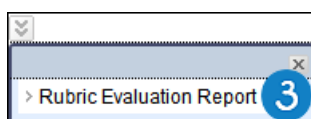
1. On the **Control Panel**, expand the **Course Tools** section and select **Rubrics**.



2. On the **Rubrics** page, access a rubric's contextual menu and select **View Associated Content**.



3. On the **View All Items** page, access an item's contextual menu and select **Rubric Evaluation Report**. If no contextual menu is available, you haven't used a rubric to grade the item, and you cannot run a report.



4. On the **Run Reports** page, select options, such as the format and the dates.
5. Click **Submit**.
6. If your school licenses content management, you may choose to **Save to Content Collection**. Otherwise, click **Download Report** to view the report or **Run a new Report** to change format or date criteria. Click **OK** to return to the main **Rubrics** page.

The rubric evaluation report delivers information about the rubric's use in grading an item, including:

- **Rubric Overall Performance**
- **Rubric Analysis**
- **Frequency Distribution** shows the distribution of scores across each level of achievement.

Hands-on Activity



For this activity, use your Practice Course.

Grade using a rubric

- Access the **Needs Grading** page and grade two students' attempts for the **Planet Paper** assignment using the rubric.

Run a rubric evaluation report

- When you complete grading using the rubric, run a rubric evaluation report to see how the rubric was used to score the students' attempts.